

Person Specification : Receptionist (part time) Saturdays

ATTRIBUTES & EXPERIENCE	ESSENTIAL	DESIRABLE
1. Relevant Experience	<p>Experience of customer service in some capacity related to receptionist role for example sales, front of house</p> <p>Experience in administration and familiarity with IT such as Microsoft word</p>	<p>Experience of working in Higher Education contexts</p> <p>Experience of working with site security systems such as CCTV</p> <p>Experience of working with a virtual learning environment such as Moodle</p> <p>Experience of being a keyholder opening up and locking a premises</p>
2. Education and Training	Educated to undergraduate level or equivalent	<p>Undergraduate Degree or equivalent in the Arts</p> <p>Health and Safety training</p> <p>First Aid Training</p>
3. General & Specialised Knowledge	Awareness of working with Health and Safety policies	
4. Skills, abilities and attributes	<p>Ability to engage with students, staff and visitors in a polite, professional and calm way</p> <p>Excellent general communication skills</p> <p>Ability to work effectively within a team</p> <p>Ability to work independently.</p>	Adaptability, flexibility and willingness to use initiative when required